

APPLICATION FOR APPOINTMENT TO THE INTERPRETER ROSTER FOR THE DISTRICT OF CONNECTICUT

The Court Interpreter's Act (28 U.S. C. § 1827) requires that interpreter services be provided in judicial proceedings instituted by the United States for defendants with communications disabilities. To accomplish this requirement, the Clerk is directed to maintain a local roster of certified, professionally qualified and language skilled interpreters. The Court seeks dedicated interpreters with experience and proven competence in criminal and civil federal court interpreting.

As part of the application process, you are required to be fingerprinted and to consent to a basic FBI background investigation. If you download this application from the internet, you must obtain two fingerprint cards from the clerk's office to complete the application process. If you obtain the application in paper, two fingerprint cards are included in the application package along with instructions on how to complete the forms. The cards must be submitted with your completed and signed application in order for you to be considered for employment as an interpreter in this court.

Once your application is received, your qualifications will be examined by a committee appointed for the purpose of reviewing and recommending addition to the roster of interpreters available for court proceedings. If your application is accepted and your FBI background check is completed, if you are added to the roster of interpreters available for proceedings before this court, you will be required to sign a contract with the court and your services as an interpreter will be governed by a Contract Court Interpreter Services Terms and Conditions document (attached as an exhibit to this application)

**ALL QUESTIONS MUST BE ANSWERED FOR YOUR APPLICATION TO BE
ACCEPTED FOR CONSIDERATION.**

Submit one original and one PDF version on computer disk of completed applications to:

Barbara Sunbury
U.S. District Court
450 Main Street
Hartford, CT 06103

Any inquiries can be directed to the Clerk's Office at 860-240-3200.

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
APPLICATION FOR APPOINTMENT TO THE INTERPRETER ROSTER**

A. General Information

1. Name: _____
(Last) (First) (Middle)

2. Office Address: _____
(Firm Name)

(Street) (City) (State) (Zip)

3. Telephone Numbers: _____
(Office) (Home)

(FAX) (Pager)

(Mobile) (Internet E-mail)

4. Social Security Number or Employer Tax ID Number **(required for ALL INTERPRETER payments)**:

5. Seat(s) of court where you will accept appointments (mark all that apply):

_____ Hartford _____ New Haven _____ Bridgeport

6. Language information (required):

Language	Read (Y/N)	Write (Y/N)	Interpret (Y/N)	Years of Experience

7. Indicate your language proficiency by checking one of the following:

- a. _____ CERTIFIED INTERPRETER [indicates you have passed the Administrative Office certification examination, available only for Spanish, Navajo and Haitian Creole languages] (a copy of your certificate is required)
- b. _____ PROFESSIONALLY QUALIFIED [for languages other than Spanish, Navajo and Haitian Creole; this designation indicates you have had previous employment as a conference or seminar interpreter with any United States agency or with the United Nations or other similar entity where the employment included successfully passing an interpreter examination OR you are member in good standing in a professional interpreter organization that requires a minimum of 50 hours of conference interpreting experience in the language(s) of expertise and you have three sponsors in the association who can attest to witnessing your performance] (a copy of the examination results and the statements from three sponsors are required to be attached)
- c. _____ LANGUAGE SKILLED [you are not Administrative Office certified or you cannot document that you meet the criteria for professionally qualified but you can demonstrate to the satisfaction of the court your ability to interpret effectively from the foreign or sign language into English and vice versa in court proceedings]

B. EDUCATION

1. List all education above elementary school level:

Name of School	City/Country	# of years attended	Degree Awarded

2. Please describe briefly any other educational experience you have that bears on your qualifications to serve as an Interpreter in this court (e.g. teaching, training).

C. Professional Experience

1. Please complete the following for each professional employment held during the past 5 years (duplicate this section if necessary) (***If you have been self employed for the last 5 years, please note that fact below and skip to question #2 in this section:***)

Employer, firm or agency _____

Address _____

Telephone (____) _____

Supervisor _____

Dates of employment or affiliation _____

Duties _____

2. List the names of ANY OTHER Federal Courts in which you have performed interpreting:

3. If you have interpreted in another federal court, have you been fingerprinted and have you had an FBI background investigation completed?

Yes _____ (Identify the court) _____

No _____

4. List the names of ALL State Courts in which you have performed interpreting:

5. Indicate your **CRIMINAL Interpreting** experience by providing the approximate number of times you have interpreted in the following types of proceedings:

	Federal Court	State Court
Bail/Detention & Arraignment proceedings	_____	_____
Jury Trials	_____	_____
Pleas & Sentencings	_____	_____
Other Court Hearings (e.g. evidentiary hearings on motions)	_____	_____

6. Indicate your **CIVIL Interpreting** experience by providing the approximate number of times you have interpreted in the following types of proceedings:

	Federal Court	State Court
Jury Trials	_____	_____
Bench Trials	_____	_____
Other Court Hearings	_____	_____
Depositions	_____	_____

7. List five court proceedings during which you have interpreted in the last year:

<u>Court</u>	<u>Judge</u>	<u>Case Name and Number</u>	<u>Date</u>	<u>Proceeding</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. cont.

<u>Court</u>	<u>Judge</u>	<u>Case Name and Number</u>	<u>Date</u>	<u>Proceeding</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. Please describe briefly any other experience you have that bears on your qualifications to serve as an Interpreter in this court (e.g. complicated interpreting assignment in another court):

9. Are you able to use electronic interpreting equipment if there is more than one defendant?

Yes _____ No _____

10. Are you proficient in consecutive or simultaneous interpreting, or both (mark all that apply)?

_____ Proficient in consecutive interpreting

_____ Proficient in simultaneous interpreting

D. References

Please provide the requested information for three (3) persons whom we may contact (including at least one judge before whom you have appeared) who are well-acquainted with your work and with your qualifications to be an Interpreter in federal or state court proceedings.

1. Name _____
Title _____

(Street)

(City/State/Zip Code)

(Phone)
Relationship _____
Period of acquaintance _____
2. Name _____
Title _____

(Street)

(City/State/Zip Code)

(Phone)
Relationship _____
Period of acquaintance _____
3. Name _____
Title _____

(Street)

(City/State/Zip Code)

(Phone)
Relationship _____
Period of acquaintance _____

E. Additional Questions

1. Do you understand that there are compensation limits for interpreters, which are set by the Administrative Office of the U.S. Courts?

Yes _____ No _____

2. Do you have any limitations on your ability to interpret in federal court?

Yes _____ No _____

If so, describe: _____

I have read the foregoing application and certify that the information contained therein is true. By signing this application, I acknowledge that I will be subject to an FBI background check and will be fingerprinted to initiate the process.

DATE

SIGNATURE

PRINTED NAME